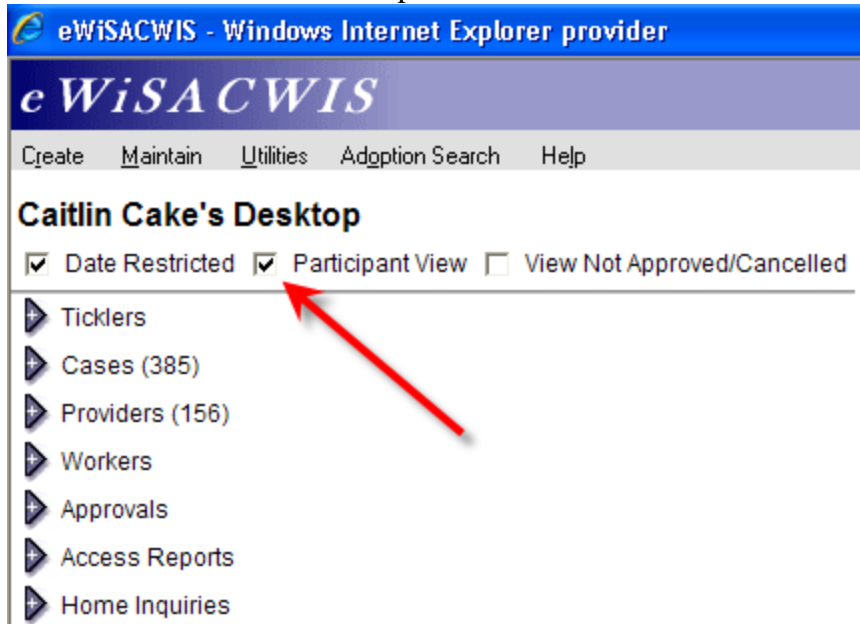


# Education Record

1. From the desktop, there are two ways to access the Person Management page:
  - a. The first is to select the Participant View checkbox:



Then expand your case and select the participant to open the Person Management page:



- b. The second is to click on the case name to open the Maintain Case page:

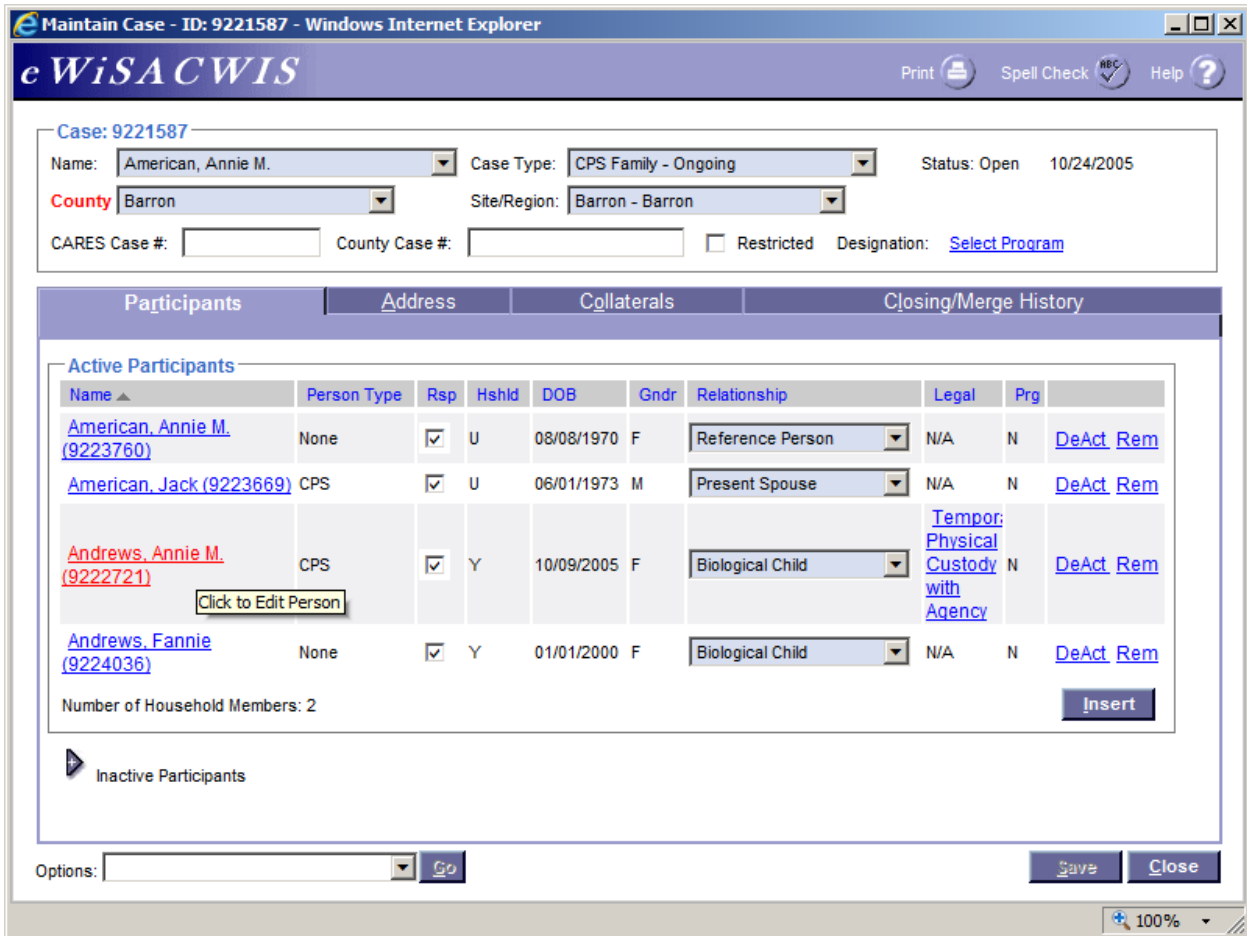


**eWiSACWIS** Case Work Provider Work Search Refresh Print Help

Create Maintain Utilities Adoption Search Help

- [Altman, Simon \( 9220003 \) Actions](#)  
CPS Family - Ongoing 12/10/2001 Clark, Supervisor BMCW-Admin 33 Marion Ave. , Madison, WI 53705
- [AMERICA, JESSIE M. \( 9222579 \) Actions](#)  
CPS - Licensed / Certified Provider 03/10/2009 Corn, Conn C., Jr. Milwaukee-Region 2 123 Main , Madison, WI 53703
- [American, Annie M. \( 9221587 \) Actions](#)  
CPS Family - Ongoing 10/24/2005 Dan, Daisy Barron - Barron 123 Main , Abbotsford, WI 54405  
**Click to Maintain Case**
- [Amsterdam, arnie \( 9221941 \) Actions](#)  
CPS Family - Ongoing 06/19/2006 Cake, Caitlin M. (Supervisor) Milwaukee-Region 2 123 house
- [Anderson, Amy \( 20243 \) Actions](#)  
CPS Family - Ongoing 07/28/2000 Cake, Caitlin M. BMCW-IA 1 11 River Road , Madison, WI 53701
- [Anderson, Anita \( 9221748 \) Actions](#)  
Pre-Adoptive Child 02/03/2006 Cake, Caitlin M. Milwaukee-Admin , WI

Click on the name of the participant in the Active Participants group box to open the Person Management page:



**Maintain Case - ID: 9221587 - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

Case: 9221587

Name:  Case Type:  Status: Open 10/24/2005

County:  Site/Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">American, Annie M. (9223760)</a>	None	<input checked="" type="checkbox"/>	U	08/08/1970	F	<input type="text" value="Reference Person"/>	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">American, Jack (9223669)</a>	CPS	<input checked="" type="checkbox"/>	U	06/01/1973	M	<input type="text" value="Present Spouse"/>	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Andrews, Annie M. (9222721)</a>	CPS	<input checked="" type="checkbox"/>	Y	10/09/2005	F	<input type="text" value="Biological Child"/>	<a href="#">Tempor:</a> <a href="#">Physical</a> <a href="#">Custody</a> <a href="#">with</a> <a href="#">Agency</a>	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Andrews, Fannie (9224036)</a>	None	<input checked="" type="checkbox"/>	Y	01/01/2000	F	<input type="text" value="Biological Child"/>	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>

Number of Household Members: 2

**Inactive Participants**

Options:

100%

- On the Person Management page, click on the Education tab.

The screenshot shows the 'Person Management' window for 'Andrews, Annie M. (9222721)'. The 'Education' tab is selected. The 'Basic Education Information' section contains several checkboxes: 'Child is less than age five and does not attend early education or day care.', 'The child is in an early intervention program.', 'Child is in day treatment.', 'Child is of school age but is not attending school. Provide explanation.', 'Child is less than age five and attends child care that is not early education, pre-school or 4K.', 'School district has been notified of child's placement (if age two or older).', and 'Child was attending school but is currently listed as missing from the out-of-home placement.' The 'Child is Currently Enrolled in School' checkbox is selected, and the 'Highest Grade Level Completed' is set to 'Seven'. A text area for 'Describe current academic performance...' is present. Below this, there are fields for 'Diploma/Certificate', 'Diploma/Certificate Date', 'Anticipated High School Graduation Date', 'Updated On', and 'By'. The 'Individualized Education Plan' section at the bottom has checkboxes for 'Child has an individualized education plan', 'Copy of IEP in Record', and 'Extended School Year', along with a 'Last Updated By' field and 'Options' dropdown. 'Save' and 'Close' buttons are at the bottom right.

- In the Basic Education Information group box, check the checkboxes that apply to the child's current school situation. These will prefill to the child's Permanency Plan. If you select the checkbox "Child is of school age but is not attending school. Provide explanation," then the narrative below will become enabled and required. If the child is currently enrolled in school, check the associated checkbox (the narrative box will also become enabled and required). Select the child's Highest Grade Level Completed. If the child has received a diploma or certificate, select the appropriate diploma or certificate value from the dropdown and add the Diploma/Certificate Date. If the child is in high school, enter the Anticipated High School Graduation Date. When entered, this will update the 'Updated On' and 'By' fields.

- If the child has an Individualized Education Plan (IEP), check the checkbox and enter the Date of Current IEP. If the box is checked, this will factor into determining the Eligibility for Extension of Out-of-Home Care on the Transition to Discharge tab on the Independent Living page. The 'Date Current IEP Expires' field will automatically prefill for one year in the future if a Date of Current IEP is entered. If there is a hard copy of the IEP in the file and/or the child is on an Extended School Year, check the appropriate boxes.

**Individualized Education Plan**

☐ Child has an individualized education plan   
 ☐ Copy of IEP in Record   
 ☐ Extended School Year   
 Last Updated By: Caitlin M. Cake

Date of Current IEP: 00/00/0000   
 Date Current IEP Expires: 00/00/0000   
 Date Last Updated: 05/10/2010

- Complete the School District Jurisdiction History group box. Select the appropriate values from the dropdowns for the School District of Jurisdiction and Reason for Change. The Start Date, Contact Person, and Phone Number are user-entered fields.

**School District Jurisdiction History**

School District of Jurisdiction	Start Date	Reason for Change	Contact Person	Phone Number	
Madison Metropolitan	09/01/2011	<div> Child Adopted  Child in DCF Facility  Child in Other State Facility  Child in Private Facility  Child Placed in New School District  Department of Education Determination  Educational Responsibility Out-of-State  Enrolled in Private School  Enrolled in Public School  No Transportation  Parent/Guardian Address Change  Parent/Guardian Deceased  Parent/Guardian Whereabouts Unknown  Parental Rights Terminated  School Determination </div>			<a href="#">Notify</a> <a href="#">Delete</a>

[Insert](#)

- On the right side of the School District Jurisdiction History group box are Notify and Delete hyperlinks, as well as an Insert button. The Delete hyperlink will delete the corresponding row. The Insert button will add another row for the School District Jurisdiction History. By clicking on the Notify hyperlink, a new page is launched called the Education Notification page. Clicking on the Text hyperlink on that page will launch a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Education tab.

**Education Notification -- Webpage Dialog**

**eWiSACWIS**    TM    Print    Spell Check    Help ?

**Notification Information**

Reason: Enrolled in Public School    [Text](#)

Original Sent To: Madison Metropolitan	Recipient Type: Anticipated School Jurisdiction
CC Sent To:	Recipient Type:
CC Sent To:	Recipient Type:
CC Sent To:	Recipient Type:
CC Sent To:	Recipient Type:
CC Sent To:	Recipient Type:

Date Orig Sent: 00/00/0000

Options: [Go](#)    [Insert](#)

[Save](#)    [Close](#)

7. In the School History group box, the Insert button allows you to enter the child's school history. Once Insert is selected, this brings up the Maintain Education History page.

**School History**

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status

**Insert**

8. On the Maintain Education History page, the School Name is an AJAX-enabled field. Begin typing any part of the school name and eWiSACWIS will attempt to find a match. Selecting a school from the available choices will prefill the School Address, School District, School Type, Program Type, Contact Person, and Phone Number fields. If the school is designated as a Special Education school, the Special Education checkbox will also be automatically checked. With the exception of School Address, all prefilled values can be changed. If you type a School Name that is not found in the eWiSACWIS database, no other information will prefill.
- Check the Primary check box if this school is the child's primary school. The Primary checkbox will be disabled if another school has already been indicated as the primary.
  - The 'Reason for changing to this school:' dropdown will only appear if a new primary school is entered for the child.
  - Enter the Student ID, Program, Specialized Programs, and Current Grade Level.
  - If the Special Education checkbox is selected, the corresponding dropdown field will become enabled and required.
  - If you select "No" to the question, "Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)?" a new question appears with a required dropdown asking for the primary reason for the child not being on grade level. If you select "Other" from the dropdown, a narrative box displays to enter comments.
  - Start Date and End Date are user-entered fields. If you enter an End Date, the Completion Status dropdown will be enabled for selection.
  - Click Continue when finished.

Maintain Education History -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Information**

School Name:  ☐ Primary

School Address:

School District:

School Type:

Reason for changing to this school:

Student ID:

Program Type:

Program:

Specialized Programs: ☐ 504 Plan ☐ English as a Second Language (ESL) ☐ Gifted ☐ Other

Current Grade Level:  ☐ Special Education

Is this grade level where the child should be (do not include a child who voluntarily begins kindergarten at age 6)? ☐ Yes ☒ No

If no, what is the primary reason for the child not being on grade level?

Start Date:

End Date:

Completion Status:

Contact Person:

Phone Number:

9. The information entered on the Maintain Education History page will populate into the School History group box. On the right side of the School History group box are Delete, Edit, and Copy hyperlinks, as well as an Insert button.
- Click on the Delete hyperlink to delete the corresponding row.
  - Click on the Edit hyperlink to open the Maintain Education History page and make updates to the education record.
  - Click on the Copy hyperlink to quickly create a copy of the current record. As an example, this feature could be used to document if the child has moved on to the next grade level, but is still enrolled in the same school.
  - Click on the Insert button to document a new school.

**School History**

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status	
Madison Elementary	Public School	Regular Education		3rd	<input type="checkbox"/>	09/06/2011		<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>
Madison Elementary	Public School	Regular Education		2nd	<input type="checkbox"/>	09/05/2010	Pass	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>
Madison Elementary	Public School	Regular Education		1st	<input type="checkbox"/>	09/02/2009	Pass	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Copy</a>

10. In the Education Passport group box, click on the Insert button to create a new Education Passport. An Education Passport can also be created via Create Case Work > Education. If one is pending, you will need to complete the pending one prior to creating a new one.

The image shows the top portion of the 'Education Passport' form. It has a title bar 'Education Passport' and a header row with labels: 'Type', 'Date Completed', 'School', and 'Updated By'. Below this is a large empty rectangular area. In the bottom right corner of this area is a blue button labeled 'Insert'.

11. The Education Passport page prefills with the child's demographic information, school information, agency contact info, and parent/guardian information. The page will prefill with the Student in Care radio button selected. If applicable, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

**Note:** When the Education Passport is accessed from the outlier, the student's name will be a hyperlink taking you to Person Management. A Modify link will also appear in the the Education Information group box taking you to Person Management. To access Person Management when creating an Education Passport via Person Management, simply save and close the page.

This is a screenshot of the 'Education Passport -- Webpage Dialog' window. The title bar says 'Education Passport -- Webpage Dialog'. The header has the 'eWiSACWIS' logo and navigation links: 'TM', 'Print', 'Spell Check', 'Help'. The form is divided into several sections:   
1. **Basic**: Contains fields for Student Name (Andrews, Annie M. (9222721)), Gender (Female), Birthdate (10/09/2005), Age (9), Display Preferred Name (checkbox), Cell Phone, Email, Completed (checkbox), Date Form Completed, and two radio buttons: 'Student in Care' (which is selected and circled in red) and 'Student Exiting Care'.   
2. **Education Information**: Contains fields for Current School (Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711), Current School District (Madison Metropolitan), Current Grade (3rd), Specialized Program(s), Student has an individualized education plan (IEP) (No), Is this a school transfer? (No), Name of School, and School Address.   
3. **Child Welfare Agency School Contact**: Contains fields for Agency Name (Milwaukee-Admin), Address (1555 N. River Center Drive Suite 220, Milwaukee, WI 53212), Caseworker (Dan, Daisy), Supervisor (Anderson, Samuel), and their respective Email, Work, and Cell phone fields.   
4. **Out of Home Care Provider**: Contains fields for Provider/Parent 1 (Badger, Bucky), Parent 2 (Badger, Momma), Street Address (123 Trail Drive), WI City, and Options.   
At the bottom right are 'Save' and 'Close' buttons.

12. The Basic group box prefills with the child's demographic information. Checking the Display Preferred Name checkbox prefills the child's Nickname if one is documented on the Additional tab of Person Management. Cell Phone and Email are user-entered fields and will copy over to subsequent Education Passports. Selecting the Completed checkbox and saving the page will run the required edit checks. If all edit checks are passed, the page will freeze and the current date will prefill in the Date Form Completed field.

**Education Passport -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check Help

**Basic**

Student Name: Andrews, Annie M. (9222721) Gender: Female Birthdate: 10/09/2005 Age: 9

☐ Display Preferred Name: Cell Phone: Email:

☐ Completed Date Form Completed: ☒ Student in Care ☐ Student Exiting Care

13. The Education Information group box prefills the Primary school information documented in the School History group box on the Education tab of the child's Person Management page. Select the 'Yes' radio button if the child is transferring from a different school. A list of schools will appear in a drop down once you begin typing the school's name in the Name of School field. The School Address will then prefill.

**Education Information**

Current School: Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711

Current School District: Madison Metropolitan Current Grade: 3rd

Specialized Program(s): Student has an individualized education plan (IEP): No

Is this a school transfer? If yes, from what school?: ☒ Yes ☐ No

Name of School: Eagle School of Madison

School Address: 5454 Gunflint Trl - Madison, WI 53711

14. The Agency Name and Address, primary Caseworker, and the primary Caseworker's Supervisor prefill to the Child Welfare Agency School Contact group box. Select the Search hyperlink to search out a different worker. To make updates to the email address, cell and work phone, a supervisor can go to the Maintain Worker Information page accessed via Maintain > Worker.

**Child Welfare Agency School Contact**

Agency Name: Milwaukee-Admin Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212

Caseworker: Dan, Daisy [Search](#) Email: Daisy.Dan@wisconsin.gov Work: (414)789-7897 Cell:

Supervisor: Cake, Caitlin M. [Search](#) Email: caitlin.cake@wisconsin.gov Work: (123)456-7890 Cell:



15. If a child is currently in an approved out of home care placement, the Provider name, address, and contact information will prefill. Select the Search hyperlink to search out a different provider, or enter the information manually. If the provider is a Private Provider, the Parent 2 section will be blank, and the Primary Facility Contact, Phone, and Email will prefill from the Primary Contact field on the Private Provider page. If the provider is a Home Provider, the Phone field will prefill from the Provider's address record, and the Email and Cell will prefill from the Additional Contact Information group box on the Home Provider page. The Primary Facility Contact should be left blank in a Home Provider scenario.

**Out of Home Care Provider**

[Search](#)

Provider/Parent 1:  Parent 2:

Street Address:  Cell Phone:

WI City:  Email:

City:  State:  ZIP:

Primary Facility Contact:

Phone:  Cell Phone:

Email:

16. In the Parent(s)/Guardians(s)/Custodians(s) group box, Parent 1 and Parent 2 will prefill if they're linked to the Parent Info tab on the child's Person Management page. Select the parent's hyperlink and go to the Address tab to update their address, phone, email, or cell phone. Guardians, Indian Custodians, and Legal Custodians will also appear in the group box if linked on the Parent Info tab. Select Yes or No to the question regarding any limitations on interactions with parents, guardians, or other individuals. If Yes, enter an explanation in the narrative box.

**Parent(s)/Guardian(s)/Custodian(s)**

Parent 1: [American, Annie M.](#) 123 Main Street, Madison, WI 53701  
Phone: (608)123-1234 Cell: (608)789-7897 Email: annieamerican@gmail.com

Parent 2: [American, Jack](#)  
Phone: Cell: Email:

Are there any limitations on interaction with a parent, guardian, or other individual that would apply in a school setting? ☒ Yes ☐ No

If yes, please explain (i.e. court orders such as no-contact orders, orders for supervised family interactions).

[More...](#) [Less...](#) [Default](#)

17. The last group box is a series of narrative questions to help promote school success. After entering the information, select Education Passport under Options and select Go. This will launch the Education Passport template.

**Information for School Staff to Promote School Success**  
Transportation (How will the student get to and from school and school related extracurricular activities?)  
  
[More...](#) [Less...](#) [Default](#)  
Positive attributes and interests  
  
[More...](#) [Less...](#) [Default](#)  
Extracurricular activities (school, community, or spiritual based)  
  
[More...](#) [Less...](#) [Default](#)  
School relevant behavioral triggers (i.e. reacts negatively to sudden noises)  
  
[More...](#) [Less...](#) [Default](#)  
Other relevant information (Not mental health related; i.e. education program details like the name of an after school program student is involved in)  
  
[More...](#) [Less...](#) [Default](#)

Options: 

Go

Save

Close

9235411.0 [Read-Only] [Compatibility Mode] - Microsoft Word

File eWISACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Close and Return to eWISACWIS

### Education Passport

**Use of Form:** Whenever a student enters care, changes placement, or exits care, child welfare workers are advised to share the Education Passport form to school staff for the purpose of sharing information to support the educational success of the Student. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

<b>Basic Information</b>	
Date Form Completed: (mm/dd/yyyy)	Date of Exit: (mm/dd/yyyy)
<input checked="" type="checkbox"/> Student in Care <input type="checkbox"/> Student Exiting Care	
Name - Student <b>Andrews, Annie M.</b>	Birthdate - Student (mm/dd/yyyy) <b>10/09/2005</b>
	Student ID [ ]
	Age <b>9</b>
	Cell Number [ ]
	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
	Email Address [ ]
<b>Education Information</b>	
Current School <b>Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711</b>	Current School District <b>Madison Metropolitan</b>
Current Grade <b>3rd</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Individualized Education Plan (IEP)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specialized Program(s)	
If yes, what program(s) [ ]	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is this a School Transfer?	
If yes, from what school <b>Eagle School of Madison - 5454 Gunflint Trl - Madison, WI 53711</b>	
<b>Child Welfare Agency</b>	
Agency Name <b>Milwaukee-Admin</b>	Agency Address <b>1555 N. River Center Drive Suite 220, Milwaukee, WI 53212</b>
Name - Caseworker <b>Dan, Daisy</b>	Office Number <b>(414)789-7897</b>
	Email Address <b>Daisy.Dan@wisconsin.gov</b>
	Cell Number [ ]
Name - Supervisor <b>Cake, Caitlin M.</b>	Office Number <b>(123)456-7890</b>
	Email Address <b>caitlin.cake@wisconsin.gov</b>
	Cell Number [ ]
<b>Out of Home Care Provider</b>	
Name - Out of Home Care Provider <b>Badger, Bucky &amp; Badger, Momma</b>	Address (Street, City, State, Zip Code) <b>123 Trail Drive, Racine, WI 53401</b>
Cell Number [ ]	Email Address [ ]
	Telephone Number [ ]
<b>Parent(s) / Guardian(s) / Custodian(s)</b>	
Name - Parent 1 <b>American, Annie M.</b>	Address (Street, City, State, Zip Code) <b>123 Main Street, Madison, WI 53701</b>
Cell Number <b>(608)789-7897</b>	Email Address <b>annieamerican@gmail.com</b>
	Telephone Number <b>(608)123-1234</b>
Name - Parent 2 <b>American, Jack</b>	Address (Street, City, State, Zip Code) [ ]

Page: 1 of 2 Words: 442

18. Saving and closing the Education Passport page will return you to the Education tab. Select Edit to re-access the Education Passport.

Education Passport			
Type	Date Completed	School	Updated By
In Care		Madison Waldorf School	Caitlin M. Cake
			<a href="#">Edit</a>
<a href="#">Insert</a>			

19. If a student is leaving out of home care, select the Student Exiting Care radio button. This will remove the Out of Home Care Provider group box and display an Exiting Information group box at the bottom of the page.

Education Passport -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Basic**

Student Name: Andrews, Annie M. (9222721) Gender: Female Birthdate: 10/09/2005 Age: 9

☐ Display Preferred Name: Cell Phone: Email:

☐ Completed Date Form Completed: ☐ Student in Care ☒ Student Exiting Care

**Education Information**

Current School: Madison Waldorf School - 6510 Schroeder Rd - Madison, WI 53711

Current School District: Madison Metropolitan Current Grade: 3rd

Specialized Program(s): Student has an individualized education plan (IEP): No

Is this a school transfer? If yes, from what school?: ☒ Yes ☐ No

Name of School: Eagle School of Madison

School Address: 5454 Gunflint Trl - Madison, WI 53711

**Child Welfare Agency School Contact**

Agency Name: Milwaukee-Admin Address: 1555 N. River Center Drive Suite 220, Milwaukee, WI 53212

Caseworker: Dan, Daisy Search Email: Daisy.Dan@wisconsin.gov Work: (414)789-7897 Cell:

Supervisor: Cake, Caitlin M. Search Email: caitlin.cake@wisconsin.gov Work: (123)456-7890 Cell:

**Parent(s)/Guardian(s)/Custodian(s)**

Parent 1: American, Annie M. 123 Main Street, Madison, WI 53701

Phone: (608)123-1234 Cell: (608)789-7897 Email: annieamerican@gmail.com

Parent 2: American, Jack

Phone: Cell: Email:

Options: Go Save Close

20. Select a value in the 'Student resides with:' dropdown to indicate who the student will be living with. The values available are those that display in the Parent(s)/Guardians(s)/Custodians(s) group box. In the below screen shot both parents are selected. There is also an option to choose just Parent 1, just Parent 2, or Other. Select Edit next to the Name field to go to the Person Management page. If a name is not displaying, go to the Parent Info tab on the child's Person Management page and search out the appropriate person.

**Note:** If the child has been TPR'd, Parent 1 and 2 will not be available for selection. Instead, possible selections will be guardians, custodians, and any documented out of home care provider.

The screenshot displays a web form titled "Exit Information". At the top left, the title "Exit Information" is in blue. Below it, the "Student resides with:" dropdown menu is set to "American, Annie M. and American, Jack". To the right, the "Date exited out of home care:" field shows "00/00/0000". The form contains two sets of fields for contact information. The first set, for "American, Annie M.", includes fields for Name, Street Address (123 Main Street), WI City (dropdown), City (Madison), State (WI), ZIP (53701), Phone ((608)123-1234), Cell ((608)789-7897), and Email (annieamerican@gmail.com). Each field has an "Edit" link to its right. The second set of fields is for "American, Jack" and is partially filled. At the bottom left, there is an "Options:" dropdown and a "Go" button. At the bottom right, there are "Save" and "Close" buttons. A vertical scrollbar is visible on the right side of the form.

21. The Education Passport displays on the outliner under the Education icon.

